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14 JUN 1965

MEMORANDUM FOR: Director of Personnel

SUBJECT : Verification of Periods of Service for Participation
in the CIA Retirement and Disability System

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1. This memorandum summarizes the results of our meeting on subject held in your Office on 2 June 1965. [REDACTED] of your Office and Messrs. [REDACTED] of this Office were also in attendance.

2. The sources available to this Office and the procedures involved in attempting to research and verify periods of service claimed were explained. Periods of PCS service abroad can be verified much easier than TDY, since for PCS direct reference can be made to an individual's payroll case file, whereas for TDY it is necessary to first find a record of the individual's advance account which gives a lead to the actual voucher. In any event, it will involve a delay of several days to verify most cases, dependent upon the workload and the impact on the personnel servicing archives and their ability to forward old records.

3. To minimize the research and control the requests upon this Office and avoid duplications, it was agreed that:

a. The Office of Personnel will:

- (1) Serve as the focal point for all inquiries from offices and components concerning verification of creditable service.
- (2) Verify service to the extent of its ability from records available to it and in the office or component of the individual concerned. In this connection it was agreed that the availability of a travel order (either in the official personnel file or in the files of the individual's office or component) indicating travel overseas on or about the dates claimed will be accepted as verification of such travel in lieu of reference to the travel voucher.

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- (3) Accept as "verified" service all data on PCS and TDY subsequent to 1 July 1958 which was based upon a Form 1451a, Verified Record of Overseas Service, except -- when an obvious conflict of dates would indicate the need for a re-examination of such records.
 - (4) Request the Office of Finance for verification of service only to the extent of additional service needed to make up the difference between the total verified periods of overseas service and the minimum requirement of 60 months for participation. In this connection, Office of Personnel will not request this Office to verify service credits for any individual for whom the identified periods of potential creditable service aggregate less than 60 months.
 - (5) When necessary to request verification of service for any individual, provide the Chief, Compensation and Tax Division, Office of Finance, with a list of all the service periods claimed, with clear identification of all periods which have been verified based upon records acceptable to the Office of Personnel. Provide additional information, when applicable, such as travel or employment under a pseudonym, travel for Office of Special Activities, or service or travel sponsored by an Agency proprietary project. (In the case of OSA and proprietary projects, this Office does not have records, but will refer the period of service to others for possible verification.)
 - (6) In the event of inability of either the Office of Personnel or this Office to verify a particular period of claimed service after diligent search, the individual's certification of performance or a certification of performance by the individual's office or component of assignment may be accepted in the discretion of the Director of Personnel.
- b. The Office of Finance will:
- (1) Verify to the extent feasible periods of creditable service claimed needed to complete the minimum of 60 months for participation upon receipt of a request from the Office of Personnel as indicated in 3a(5), above.

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- (2) Refer to other offices for such verification as can be made periods of service for which the Office of Finance does not have records when the request indicates that such a situation applies.
- (3) Continue to submit to the Office of Personnel data on staff employees on Form 1491a as required by Office of Finance Instruction No. 50, dated 25 June 1953 (copy attached).

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4. As a matter of information, the Office of Special Activities has been contacted by [REDACTED] concerning its compliance with the reporting requirements set forth in Instruction [REDACTED]. Unfortunately that Office has discontinued such reporting but gave assurances that the procedures would be resumed and that it will cooperate in verification of travel performed based upon requests referred to it.

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5. As a result of our agreement to the foregoing procedures, the request from the Acting DDP/OP dated 21 May 1965 and Forms 3110 transmitted on 21 May 1965 from the Retirement Staff are attached for action in accordance with the above procedures.

[REDACTED]
for R. H. FUCHS
Director of Finance

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Attachments

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